

“Ernie and Tram Go to Bat for Michigan Public Libraries” Ticket Purchase Procedures

When a patron wants to buy tickets for the May 15 game, he or she goes to the local library and:

- 1) Fills out the ticket [voucher](#) and specifies how many tickets are needed and whether this ticket purchase is to be donated. NOTE: If the purchaser wishes to donate his or her tickets for use by children or teens, the librarian processing the transaction should write DONATE TICKETS on the voucher and have the purchaser sign the voucher authorizing the donation. This provides the library with a record of the purchaser's authorization to donate tickets, should that ever come into question.
- 2) Gives the voucher and a check for the appropriate amount (\$20 per ticket) – made payable to “Detroit Tigers, Inc.” Cash and credit-payments will not be accepted.

The library is responsible for:

- 1) Collecting the checks and ticket vouchers, and noting on vouchers (when needed) that tickets are to be donated and obtaining the purchaser's signature for authorization.
- 2) Giving the ticket buyer the appropriate receipt (there are two options available: a [receipt for donated tickets](#) and a [receipt for non-donated tickets](#)).
- 3) Sending to the director of your [library co-operative](#): the checks, and a cover page showing how many tickets have been sold, the total dollar amount collected, how many are to be donated and how many are to be returned to you.
- 4) Retaining the ticket vouchers in a secure place so they are available as verification when it is time to distribute tickets to purchasers.

The co-operatives are responsible for ensuring that collected checks (along with a cover page from each co-op, outlining the total dollar amount being forwarded and the total number of tickets needed) are delivered to:

Dr. Bill Anderson, Director
Michigan Department of History, Arts and Libraries (HAL)
702 W. Kalamazoo St.
Lansing, MI 48909

Dr. Anderson will, in turn, ensure that checks are turned over to Gary Spicer who will deliver the checks to the Tigers and then deliver tickets to Dr. Anderson. HAL will ensure that tickets are delivered to the co-op directors, who in turn will distribute tickets back to the libraries within their co-ops.

In order to streamline this process, libraries should send their collected checks in large batches (rather than a few at a time) to arrive at the Department of History, Arts and Libraries according to the following deadlines:

Monday, March 28
Monday, April 18
Monday, May 2

This allows the co-ops time to deliver the tickets to HAL and have the tickets processed by the Tigers in time for the May 15 game. **Libraries should not sell tickets after May 2.**

If you have questions or concerns please contact Roger Mendel at (810) 232-7119 or e-mail at rmendel@flint.org.

Roger Mendel, Director

Mideastern Michigan Library Co-operative
503 S. Saginaw St., Suite 839
Flint, MI
Web site: www.mmlc.info